

UWOFA: Instructions to Sign Up for Picket Duty on the platform Volgistics

1. **Set up your account.** Visit Volgistics at <https://www.volgistics.com/ex2/vicnet.dll/?from=386773> to begin setting up your account. Click “Need a Password”, enter your UWO email, and the system will send you a link to begin the process.
2. **Update your Profile.** Click MY PROFILE to provide your city, postal code, cell phone number, and if you prefer an alternate email address (which would then become your Login name).
3. **Tell us how to contact you.** Click the ACCOUNT tab and select your preferred method of communication.
4. **Choose dates and times.** Click the MY SCHEDULE tab and select your preferred location, date and time by clicking on the Day, and then selecting your shift. Those needing to do their shifts all one day, simply schedule yourself into multiple shifts on that day.
5. **If you encounter problems,** consult our screen-by-screen PDF help file on the uwofa webpage, under “Strike Resources” and “Picket Duty Resources”. You may also contact uwofaservices@gmail.com